

New Jersey
Department of Military & Veterans Affairs



Recycling Plan



OCTOBER 2006

FINAL

1.0 PURPOSE AND INTENT

The Installation Division, Office of Environmental Compliance for the New Jersey Department of Military and Veterans Affairs (NJDMAVA) and New Jersey Army National Guard (NJARNG) Activities, issues this Recycling Plan. This plan is ISO 14001 compliant as it furthers the Adjutant General's eMS Policy on: a) his commitment to compliance with Federal, State and local environmental laws and b) his commitment to pollution prevention.

The purpose of this Recycling Plan is to instruct employees that work for the above entities on the recycling of targeted recyclable materials for various NJDMAVA and NJARNG facilities throughout the state.

2.0 BACKGROUND

The "New Jersey Statewide Mandatory Source Separation and Recycling Act" (Recycling Act) N.J.S.A. 13:1E-99.11 et. seq., and its related amendments, made recycling mandatory for all residents, commercial entities, and institutions in this State. Further, recycling in all State Office locations was mandated by Executive Order No. 57 (12/2/83) and Executive Order No. 34 (6/13/91).

Governor Florio mandated, at a minimum, the recycling of office paper, corrugated cardboard, newspaper, metal cans, glass bottles and plastic beverage containers with the signing of Executive Order No. 34 in June of 1991. Office paper recycling has been active at State Office locations since 1988. These locations include large office buildings, building complexes and small offices. Recycling of corrugated cardboard, newspaper and commingled bottles and cans (aluminum and tin) has been active since 1991.

The targeted recyclable materials for this Recycling Plan include Soft Mixed Paper, Newspaper, Corrugated Containers, Office Paper, Computer Printouts and Commingled Bottles and Cans (aluminum, glass and Plastic #1 and #2) and scrap metal. Estimated weights of the recyclable materials are to be reported each month to the office of ID-OEC.

This Recycling Plan is also compliant with DoD Directives, Presidential Executive Order, and Army Regulations. This recycling plan meets the requirements of a Qualified Recycling Plan (QRP) and will serve as a guideline for the Recycling Subcommittee. The NJARNG Recycling Program (QRP) may take scrap and sell the scrap at a higher cost than what would be obtained from DRMS including "costs".

3.0 SCOPE

3.1 Each Station Commander will be responsible for insuring all assigned personnel (full time and weekend unit personnel) comply with this plan. There will be no exceptions. Information about the recycling program will be posted at various locations throughout each facility to insure the widest dissemination as possible. The station commander will determine who shall be responsible for the pick-up and recycling of at least the above-mentioned items. The facility armorer will assist the station commander wherever possible. A complete list of items to be recycled is included at Appendix A. Shop Chiefs will also comply with this plan and recycle those items listed at Appendix A.

3.2 Appendix A indicates items to be recycled and where they are to be recycled. This recycling plan also includes local Points of Contact (POCs) by county, should anyone need further guidance or assistance, and is located at Appendix B. A flyer that lists acceptable items for recycling and is suitable for posting throughout the facility is located at Attachment 1

3.3 The Office of ID-OEC reserves the right to add or delete items to be recycled on an as needed basis.

3.4 See Table 1 for items that can be counted towards recycling.

Table 1
Solid Wastes, which can be counted towards recycling if a recycling contractor, removes them.

Commodity/Solid Waste Type	Count toward recycling?	Comments/Caveats
Used lead acid batteries	Yes, if recycled and reissued. No, if damaged and declared a HW	Please note mismanagement could cause this item to become regulated as a HW.
Used motor oil	Yes, if refined and reissued. No, if burned for energy recovery or fuels blended (see comment).	40 CFR 261.2(e)(2)(ii) states that used motor oil that is going to be burned for energy recovery or used in fuels blending does not qualify as a recyclable commodity and cannot be counted as such (this passage from 40 CFR is included below). EQR Fall 2000 Submission (p. 65) supports this statement (this passage is included below). However, if the used oil is taken to an oil refinery for refining and reissue, it is counted toward recycling.
Used antifreeze	Yes, if recycled and reissued. No, if managed as HW	Please note mismanagement could cause this item to become regulated as a HW. Used antifreeze that is usually brought back to specification and re-issued would qualify as a recycled commodity; however, waste antifreeze that is disposed of as non-regulated or hazardous waste would not be considered recycling.
Fluorescent light tubes	Yes, if recycled No, if managed as HW.	Please note mismanagement could cause this item to become regulated as a HW.
Used universal batteries	Yes, if recycled and reissued. No, if managed as HW.	Please note mismanagement of certain types of batteries could cause these items to become regulated as a HW.
Used shop rags	Yes, if laundered and reissued. No, if managed as HW.	Please note mismanagement could cause this commodity to become regulated as a HW; rags that go to laundering should be counted towards recycling because they are being diverted from the landfill and being reused.

40 CFR 261.2(e)(2) states, "The following materials are solid wastes, even if the recycling involves use, reuse, or return to the original process:

Materials used in a manner constituting disposal, or used to produce products that are applied to the land; or
 Materials burned for energy recovery, used to produce a fuel, or contained in fuels..."

If you maintain contracts (DRMS) with recycling firms who take the aforementioned commodities off-site to a recycling operation, by all means track and record those quantities as recycled. **With regard to used motor oil, most recyclers take it to facilities that either fuels blend it or burn it in industrial boilers for energy recovery; this would not constitute recycling and should be counted towards solid waste disposal. All shops should use the DLA Sponsored Closed Loop Recycled Oil Program, except where required, oils are not part of the recycled oil program. I.e. certain lubricants utilized by the Unit Training Equipment Site (UTES) This program is explained at Appendix F**

4.0 REPORTING

Reporting of recyclable items will be sent monthly to the Office of ID-OEC via fax (609 530-6880) using the recycling log at Attachment 2. This form may also be sent electronically. Reporting the amounts of recyclable items may be estimated according to the following:

- One (1) cubic yard =
 - 250 pounds of soft mixed paper
 - 250 pounds of sorted office paper
 - 500 pounds of newspaper
 - 70 pounds of corrugated cardboard (not compacted)
 - 300 pounds of corrugated cardboard (compact)
 - 250 pounds of computer printout (loose)
 - 250 pounds of computer printout (baled)
 - 100 pounds of commingled bottles and cans

Cardboard can be baled at 500 or 1000 pounds

From NJDEP

- Canvas Hamper = 1.2 cubic yards
- Plastic Hamper (21 cubic feet) = 0.77 cubic yard
- 96 gallon tote = 0.48 cubic yard
- 4' x 4' x 4' Gaylord = 2.37 cubic yards

CONVERSIONS OF COMMON ITEMS FROM VOLUME TO WEIGHT¹

AUTOMOBILES 1 automobile = 2052 pounds	PLASTIC PET (Soda Bottles) 1 cubic yard = 30 pounds
ALUMINUM CANS Whole 1 cubic yard = 74 pounds One grocery bag = 1.5 pounds	HDPE (Whole) 1 cubic yard = 25 pounds
BATTERIES 1 battery = 33 pounds 61 batteries = 1 ton compacted	HDPE (Flat) 1 cubic yard = 50 pounds
CANS FERROUS (Steel or Tin) Whole 1 cubic yard = 150 pounds Flattened 1 cubic yard = 850 pounds	TIRES (PASSENGER CAR) 1 tire = 20 pounds
CORRUGATED CARDBOARD Un-compacted-bailed 1 cubic yard = 285 pounds Compacted 1 cubic yard = 507.6 pounds	TIRES (Truck) 1 Tire = 90 pounds 22 tires = 1 ton
GLASS Loose, whole bottles 1 cubic yard = 600 pound One grocery bag = 16 pounds 55 gallon drum = 175 pounds	USED MOTOR OIL 1 gallon = 7 pounds 286 gallons = 1 ton

¹ Conversion factors from Solid Waste Association of North America (SWANA) and Mr. Wallace Eakes and Ms. CaroleJo Adams, Naval Facilities Engineering Service Center (NFESC), Port Hueneme, CA

5.0 GENERAL REQUIREMENTS

The facility armorer/shop chief is free to use any appropriate recycling container as long as the Department Recycling Coordinator approves it. The weights reported monthly will be recorded each month and provided to the New Jersey State Department of Environmental Protection (NJDEP), and the National Guard Bureau when requested by those activities.

5.1 The Department Recycling Coordinator is Mr. Joe Dunleavy. And he may be reached at (609) 530-7134 and will advise/assist the armorers/shop chiefs, and other interested parties concerning the management, materials, supplies, equipment and analysis of the Recycling Program in order to meet the requirements as specified in this Recycling Plan.

5.2 ID-OEC has supplied each location with gaylords, hampers, roll offs and/or all other appropriate recycling containers depending on the building design and truck access. In locations where there is insufficient storage space, individual floor collection containers used in the program will be brought to the doorway on a scheduled pickup day and emptied by the armorers. It would be appropriate for all assigned personnel to assist in the recycling efforts of the facility. This could include but not be limited to each office worker taking the recycling basket to a central location, source separation of paper from glass, plastic and aluminum, and assisting in the disposal efforts should a particular facility not have scheduled pick-ups from the township recycling program. The armorer, shop chief and facility commander/manager will determine which activities must be carried out to run the program effectively and mutually agree to the procedures.

5.3 The armorer, shop chief and facility commander/manager shall comply with any and all Federal, State, County, local laws and regulations pertaining to the collection, transport, processing and sale of recyclable materials. A Sample Notice of Violation is located at attachment 3.

6.0 SALE OF RECYCLEABLE ITEMS FEDERAL ORIGIN

The sale of recyclable items is encouraged in Army Regulation 200-1 and authorized by NGB for items of Federal Origin; however, any funds received for scrap items must be deposited into a Recycling Fund suspense account held at the United States Property and Fiscal Office (USP&FO) for New Jersey. Any Federal items not recycled that could be recycled, must be taken to the Defense Reutilization Marketing Office (DRMS) Depot in Tobyhanna, Pennsylvania. Keep in mind that should you take items to the depot, you may be incurring more cost in manpower, labor and transportation costs that you would if you were to take the items to a local recycling center. If you have an unusually large amount of scrap, the Recycling Program may take possession of the scrap and sell the scrap at a cost beneficial to the NJARNG. All DD Forms 1348 used for turn-in for scrap through DRMS must include the following statement **“ I certify that these items are deemed as scrap. Proceeds from the sale of these items must be credited to account 21F3875.1111 0000000Recycle 0000 028063 APC: I52838”**.

Use the following procedures for the sale of items of Federal Origin.

6.1 Insure items to be recycled are demilled.

6.2 Prepare necessary DD1348 (turn-in document) and indicate the items are turned in for scrap and the proceeds for the sale of the items will be turned in to the USPFONJ Recycling Fund.

6.3 Call three (3) scrap vendors in your area and record the following: Date, Vendors name, items to be recycled (i.e. heavy or light scrap), amount they are paying for the items.

6.4 The vendor paying the most for the recyclable items is the one you will take the scrap to.

6.5 Attach your analysis to your DD1348s for each trip along with the weight ticket from the vendor.

6.6 Once you receive the proceeds from the vendor purchase a money order at a convenience store and forward the money order to the Recycling Coordinator. Maintain a copy of this documentation at your location and record on the monthly tracking form.

6.7 The recycling coordinator will record the amount and type of recyclables sold and forwards the check to USPFO for deposit.

6.8 USPFO will deposit these proceeds into the appropriate account, and will provide a record of deposits and disbursements to the Environmental Quality Control Committee (EQCC) quarterly.

6.9 Disbursements will be made from the account in accordance with established Federal Regulations, and the concurrence of the Recycling Subcommittee and the EQCC.

6.10 Reconciliation of this account will be made at least semi-annually during a recycling subcommittee meeting.

7.0 SALE OF RECYCLEABLE ITEMS STATE ORIGIN

In most cases State owned property is not sold, however there may be some instances where it would be prudent to recover some proceeds when large amounts of recyclable items are generated in a particularly short period of time. For example; there is a wholesale exchange of metal cabinets in a work location, where revamping an entire section of office lighting is accomplished, office relocations and new furniture is purchased, or where the solid waste stream can be minimized. Use the following procedures for the sale of items of State Origin

7.1 Any state items such as old cabinets, shelving, desks, chairs, light fixtures (minus ballast and light tubes), pallets or other equipment that can and should be recycled. Any proceeds should be sent to Installations Division in the form of a check made out to the Treasurer State of New Jersey for deposit into the general fund. Items 6.1.1 through 6.1.9 above apply, except that Installation Division offices and Treasurer, State of New Jersey will apply.

7.2 Reference: Department of the Treasury Excess/Surplus Property Procedures, NO: 00-16-DPP, effective date 5/8/200 indefinite expiration date. For more information call 609 530-8196

8.0 ITEMS NOT COVERED IN THIS RECYCLING PLAN (PROHIBITED)

8.1 Precious Metals

8.2 Weapons and weapons systems

8.3 Munitions and Brass

9.0 SPECIAL ITEMS

You should contact the Recycling Coordinator for proper disposal instructions based on the type of equipment and ownership

9.1 Electronic Equipment

9.2 Computer Monitors (see fact sheets)

9.3 Data Devices (see fact sheets)

9.4 Hard Drives (see fact sheets)

9.5 Telecommunications equipment

10. STORAGE and EQUIPMENT

10.1 All facilities shall store recyclable material in containers purchased for the storage or collection of recyclable items, heavy-duty clear plastic bags or other acceptable containers. Recycling centers and collection agencies are not required to pick up or accept any recyclable materials stored in black or other colored bags. Plastic bags must be clear, heavy duty and no larger than 55 gallon capacity.

10.2 Equipment Each facility has been provided the necessary storage hampers, or other equipment, for use in the facility designated storage area(s) in sufficient quantities for the storage of the recyclable material accumulations prior to removal. Containers shall consist of canvas or plastic hampers and/or other containers that meet the approval of the Recycling Coordinator. The containers must be kept free from holes, vermin, or foreign matter that might cause injury, stain clothing or furniture, or contaminate the grade of recyclable material. Containers shall be kept out of the weather where possible to prevent the build-up of snow, ice or water and the introduction of vectors.

10.3 All equipment must have signage identifying it as a recycling container.

11. PICKUP OR DELIVERY REQUIREMENTS

Facilities are required to either participate in a community-recycling program, or drop off the recyclable items at a township or county recycling center. Each Facility Commander or Shop Chief may authorize personnel to take recyclable items to a township recycling center, or local scrap dealer and sell demilitarized scrap metal. All recyclable materials must be secured in such a manner as to prevent it from being scattered or strewn about the collection point or from dropping off the conveyance while being transported.

12. FINANCIAL AND RECORD KEEPING

Each facility will keep copies of turn-in documents, copies of payments received and forwarded to ID-OEC, maintain these monthly logs at least three (3) years for audit purposes. ID-OEC will store the information electronically.

13. RENTALS at STATE FACILITIES

Contracts or Leases for use of facilities operated by the NJARNG and NJDMAVA on a rental basis must have an attachment signed by the lessee stating they are aware of our Recycling Program and will comply with the requirements of the plan. In addition, the lessee will provide their own containers for recycling of cans and bottles generated during their event, any cardboard generated will be neatly stacked at a location determined by the armorer in charge. Any paper, flyers etc generated by the event will be recycled, and the vendor will remove all unbroken pallets. The lessee will dispose of recycled items collected during these rentals.

14. Accounting Procedures.

14.1 All proceeds from the sale of recycled items will be turned over to the Recycling Coordinator (ID-OEC) in the form of cash, check or money order. Accompanying the cash, check or money order will be the sales receipt from the recycling facility.

14.2 ID-OEC will provide a receipt for the funds given and will record the amounts of both the items sold for recycling and the amount received.

14.3 ID-OEC will prepare a transmittal letter for the funds and forward to the USPFO account manager.

14.4 USPFO account manager will deposit funds into appropriate account and provide reconciliation reports to the recycling subcommittee at least semi-annually.

APPENDIX A
LIST OF ITEMS THAT ARE TO BE RECYCLED (ARMORIES)
FORT DIX FACILITIES SEE APPENDIX D

- Batteries (auto)
- Batteries (household) while encouraged to be recycled they may be disposed of as solid waste
- Batteries (cell phones, DVD players etc)
- Bottles (plastic & glass)
- Brake shoes if scrap dealer will accept them (most do!)
- Cans (metal to include steel, tin and aluminum, purged spray paint cans)
- Cardboard
- CDs may be recycled and should be MAILED TO:
CD RECYCLING
C/O BACK THRU THE FUTURE
150 MAIN STREET
OGDENSBURG, NJ 07439

Write "CD" on the shipping box

CDs do not have to be destroyed and should be boxed according to the vendors instructions. See fact sheets.

- Oil Filters may be recycled for their steel content. These filters are not regulated as waste if they are collected for recycling, and if all free-flowing oil has been removed. Recommended practices for the removal of oil include crushing the oil filter and piercing the filter and allowing all free-flowing oil to drain. Any method is acceptable that removes all free-flowing oil. Although you may dispose of the drained filters with your trash, NJDEP encourages their recycling.
- Diesel Fuel may be recycled at UTES via the recycling equipment
- Fluorescent light tubes (***never dispose of any light tube in the solid waste***). Spent lamps are to be stored in a "Closed Container" and are not to be broken. Once you collect one spent lamp, place it in an empty carton and place the words "Start Date" on the side of the carton and complete the date. If you do not have an empty carton, contact the armorer or regional supervisor who will obtain a container for the proper recycling of the lamps. This container is available from State Supply. These containers come with specific instructions for the proper care, handling, packaging, and shipping for proper disposal. Read the instructions carefully. Please contact Joe Dunleavy at (609) 530-7134 for additional guidance. Once recycled and they are shipped off-site, I will return a Recycling Certificate to you to file in your manifest book.
- Ink Jet Cartridges
- Jewel Cases
- Pallets (wooden not broken) Call ID-OEC for disposal or pickup instructions, in most cases the pallets will be returned to USPFO for reuse. If not reused or if they are broken, they must be taken to Lakehurst Recycling Facility who will dispose of them at no cost to NJDMVA.
- Paper: Any color Pamphlets, Manila folders, newspaper, magazines, junk mail, catalogues, booklets, newsletters, envelopes, FedEx wrappers and tubes, phone books, file dividers, post it notes, computer paper, carbonless paper, old regulations. (**Not acceptable include: plastic dividers, plastic wrappers or plastic report covers, cigarette or candy wrappers, paper cups, paper towels, paper plates, paper contaminated with food products, or foam cups**).

Restrictions of Paper Materials Recycled

No paper materials designated as "classified", "sensitive", or "Privacy Act" shall be recycled under this program. The sensitive or classified material shall be shredded and placed in clear plastic bags. Recyclable items containing or pertaining to but not be limited to, financial records, payroll records, tax records, medical records (private health information) and personal records (home addresses, beneficiaries, Social Security Numbers) must be shredded or protected to ensure that no sensitive information is discernible. Each armorer and facility commander/manager must be aware that the disclosure of Sensitive Information is violation of the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq. and/or the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C.A. 1301 et seq. The facility AO, commander or manager is responsible for ensuring the confidentiality of Sensitive Information in sorted office paper from the time of pick up through disposal as a recyclable.

- Scrap Metal to include aluminum, nuts, bolts, light & heavy steel, tin and steel cans, light and heavy iron
- Used Oil see Appendix F for the purchase and disposal of motor oil.

APPENDIX B
COUNTY COORDINATORS

ATLANTIC

James M. Rutala
Solid Waste Coordinator
Atlantic County Utilities Authority
P.O. Box 996
Pleasantville, NJ 08232-0996
(609) 272-6950 (phone)
(609) 272-6941 (fax)
jrutala@acua.com

BERGEN

Richard Wierer, Director
Solid Waste Management Division
Bergen County Utilities Authority
P.O. Box 9, Foot of Mehrhof Rd.
Little Ferry, NJ 07643
(201) 641-2552 (phone)
(201) 641-3509 (fax)
rwierer@bcua.org

BURLINGTON

Robert Simkins, Solid Waste Coord.
Burlington Co. Waste Management
P.O. Box 429
Columbus, NJ 08022
(609) 499-1001(phone)
(609) 499-5212 (fax)
rsimkins@co.burlington.nj.us

CAMDEN

Jack Sworaski, Director
Camden Co. Div. Of Environ. Affairs
520 N. Newton Lake Dr
Collingswood, NJ 08107
(856) 858-5211 (phone)
(856) 858-3470 (fax)
sworaski@camdencounty.com

CAPE MAY

John Baron
Solid Waste Manager
Cape May County MUA
P.O. Box 610
Cape May Court House, NJ 08210
(609) 465-9026 (phone)
(609) 465-9025 (fax)
baronjr@cmcmua.com

APPENDIX B
COUNTY COORDINATORS

CUMBERLAND

Steven Wymbs, Director
Cumberland County Improvement Authority
2 North High St.
Millville, NJ 08332
(856) 825-3700 (phone)
(856) 776-5391 (fax)
srwymbs@juno.com

ESSEX

Elmer Herrmann Jr., Acting Director
Essex County Utilities Authority
155 Passaic Avenue, 4th Floor.
Fairfield, NJ 07004
(973) 857-2350 (phone)
(973) 857-9361 (fax)
monysko@essexutil.com

GLOUCESTER

David P. Shields, Exec. Director
Gloucester County Improvement Authority
109 Budd Blvd.
Woodbury, NJ 08096
(856) 848-4002 ext. 500 (phone)
(856) 384-1262 (fax)
dshields@gcianj.com

HUDSON

Norman M. Guerra
Hudson County Improvement Authority
574 Summit Ave., 5th fl.
Jersey City, NJ 07306-4000
(201) 795-4555 (phone)
(201) 795-0240 (fax)
norman@hcia.org

HUNTERDON

Alan Johnson
Hunterdon County Utilities Authority
Div of SW and Recycling Services
PO Box 2900
Flemington, NJ 08822
(908) 236-7111 (phone)
(908) 236-7535 (fax)
ajohnson@co.hunterdon.nj.us

APPENDIX B
COUNTY COORDINATORS

MERCER

Al Collins, Solid Waste Supervisor
Mercer County Improvement Authority
P.O. Box 8068
640 So. Broad St.
Trenton, NJ 08650-0068
(609) 278-8100 (phone)
(609) 695-1452 (fax)
acollins@mercercounty.org

MIDDLESEX

Richard Hills
Middlesex County
Division of Solid Waste
100 Bayard St., 2nd Flr.
New Brunswick, NJ 08901
(732) 745-4170 (phone)
(732) 745-3010 (fax)
solidwaste@co.middlesex.nj.us

MONMOUTH

Lawrence Zaayenga
Solid Waste Coordinator
Monmouth County Planning Board
Hall of Records Annex
1 E. Main St., PO Box 1255
Freehold, NJ 07728-1255
(732) 431-7460 (phone)
(732) 431-7795 (fax)
lzaayeng@monmouthplanning.com

MORRIS

Larry Gindoff
Solid Waste Coordinator
Morris Co. MUA
P.O. Box 370
Mendham, NJ 07945-0370
(973) 285-8391 (phone)
(973) 285-8397 (fax)
lgindoff@memua.com

APPENDIX B
COUNTY COORDINATORS

OCEAN

Alan Avery, Director
Ocean County Solid Waste Dept.
129 Hooper Avenue
PO Box 2191
Toms River, NJ 08754-2191
(732) 506-5047 (phone)
(732) 244-8396 (fax)
ocplanning@co.ocean.nj.us

PASSAIC

Neil Muller, Planning Director
Passaic County Planning Dept.
Administration Building
401 Grand Street
Paterson, NJ 07505-2023
(973) 881-4490 (phone)
(973) 881-4484 (fax)
neilm@passaiccountynj.org

SALEM

Michael Chapman, Director
Salem Co. Utilities Authority
52 McKillip Rd., P.O. Box 890
Alloway, NJ 08001-0890
(856) 935-7900 (phone)
(856) 935-7331 (fax)
mchapscua@mindspring.com

SOMERSET

Diana Vigilante, Manager
Somerset County
Solid Waste Management Division
P.O. Box 3000
Somerville, NJ 08876-1262
(908) 231-7031 (phone)
(908) 707-1749 (fax)
vigilant@co.somerset.nj.us

SUSSEX

Peter Vaughn, Solid Waste Coordinator
Sussex County Administrative Center
1 Spring Street
Newton, NJ 07860
(973) 579-0500 (phone)
(973) 579-0513 (fax)
jeskilson@sussex.nj.us

**APPENDIX B
COUNTY COORDINATORS**

UNION

Joe Spatola, Director
Union County Utilities Authority
1499 Routes 1 & 9 North
Rahway, NJ 07065
(732) 382-9400 (phone)
(732) 382-5862 (fax)
spatolucua@aol.com

WARREN

David Dech, Director
Warren County Planning Department
Dumont Administration Building
Belvidere, NJ 07823
(908) 475-6532 (phone)
(908) 475-6537 (fax)
planningdept@co.warren.nj.us

For a list of coordinators by locality, go to this web link:
<http://www.state.nj.us/cgi-bin/dep/recyclesearch.pl>

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**APPENDIX C
AUTHORIZATION LETTERS
McGuire AFB
NGB**

Call Mr. Joe Dunleavy for a copy of these documents at (609) 530-7134

Appendix D
Fort Dix program

RECYCLING GUIDELINES AT NJARNG FACILITIES LOCATED ON FORT DIX

1. Bottles (plastic and glass), and aluminum and tin cans must be recycled. Containers for these items will be placed in all facilities in a conspicuous location for use by all personnel. Containers will be collected regularly by personnel designated by the Facility Regional Supervisor and taken to either the McGuire AFB Recycling Center located on McGuire AFB, or the Fort Dix recycling point (when established). Containers, if used solely for the collection of aluminum cans will be marked "Aluminum Cans Only". These cans may be disposed of at a recycling center. Proceeds received from the sale of these cans is deemed to be sale of personal property and does not have to be deposited to the recycle fund, however the amount of cans recycled should be recorded and sent to ID-OEC.
2. Fluorescent light tubes will not be placed in trash containers or dumpsters. Under no circumstances may light tubes be placed in the solid waste stream (this means never dispose of any (green tipped included) light tubes in the solid waste stream). Light tubes will be disposed of in accordance with this Recycling Plan.
3. A collection point may be established in each facility for the disposal of household batteries. This includes all types of dry cells. While these batteries may be disposed of in the solid waste stream, these batteries contain small amounts of mercury and every effort should be made to keep these items out of the landfills. Collection point containers should be small plastic trashcans or buckets and marked "Dry Cell Battery Disposal only". These should be disposed of as hazardous waste through the FMS or taken to a county recycling coordinator.
4. All scrap metal must be disposed of by the FMS; the FMS will prepare any required paperwork and maintain receipts of any scrap metal sold locally. Proceeds will be forwarded to ID-OEC in accordance with this plan. Pallets should be taken to USPFO warehouse in Lawrenceville. Each facility will report recycled items individually (estimated) on the form in this plan.
5. All workstations should have a container for the collection of recyclable paper, however cardboard will be placed in larger containers that have been provided. These larger containers will be located in centralized areas for the collection of all paper or cardboard that is to be recycled. A guideline for the types of paper to be recycled is located in attachment 1.
6. The Regional Supervisor will appoint a point of contact for each facility and provide the name of that individual to Joe Dunleavy not later than **1 October of each year**. The point of contact will be responsible for ensuring the above guidelines are followed.
7. Questions may be directed to Mr. Joe Dunleavy at 609 530-7134.

Appendix F
DSCR's Closed-Loop Re-refined Oil Program

<http://www.dscr.dla.mil/userweb/dscrld/Re-refined/RR.htm>

Available *only* in CONUS, this program offers the delivery of packaged and bulk re-refined oil along with the pick-up of used oil for re-refining. The cost of the delivery and pickup of the used oil is included in the price of the oil. There are small minimum order requirements under this program. DSCR offers closed-loop re-refined motor oil in various weights and container sizes. SAE 5W-30, 10W-30, 30W, 40W, and 15W-40 grades are available in accordance with SAE J2362 and J2363. SAE 10W, 30W, 40W, and 15W-40-engine oil are available in accordance with MIL-PRF-2104. SAE 15W-40 re-refined commercial heavy-duty oil is available to federal, civilian (non-DoD) customers.

- **API certified oil in your choice of 5W-30, 10W-30, 30W, 40W, and 15W-40**
- **Small minimum orders**
- **Pick up service is provided at no extra cost**
- **Closed-Loop oil is competitively priced**
- **Available in Quarts, 5 Gallon Containers, 55 Gallon Drums, and Bulk (200 gal minimum) deliveries**

Defense Supply Center Richmond (DSCR) has taken another step towards accomplishing its mission of giving the customer a quality product in a timely fashion. This progressive new program called Closed-Loop involves re-refined oil with an added value -- When the customer orders re-refined oil from DSCR, they will have pickup of their used oil included as part of the service provided by our contractor. This is a great benefit to the customers who now have to deal with cumbersome disposal contracts, contract administration, delinquent contractors, environmental concerns surrounding disposals, and additional costs for disposal of used oil. In many instances, customers are paying for disposal of their used oil. A Closed-Loop program helps the customers, as it will stop them from having to pay twice - once for buying re-refined oil and again for disposing of it.

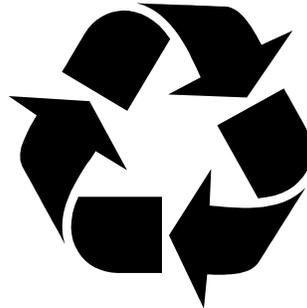
Also, it is important to note that the majority of waste oil picked up in this program is sent to a re-refinery for re-refining, vice to a burner. Although some bases currently "sell" their used oil to burners or simply burn in their own facilities, this is not considered recycling. Executive Order 13101 specifies "the Nation's interest is served when the Federal Government can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible." Burning used oil is not maximizing recycling and preventing waste because once oil is burned; it can no longer be used again. On the other hand, re-refining oil presents an indefinite recycling loop and therefore maximizes recycling of this precious product. It does this in two ways. First, the base stock oil is refined back to its original status and can be used again and again. Secondly, the "bottoms" removed during this refining process can be used in asphalt blends or in the manufacturing of roofing shingles. Every effort is made to maximize recycling during the re-refining process.

Now accepting IMPAC Cards through the Electronic Mail www.emall.dla.mil

The Point of Contact for this program is Mark Skolnick (804) 279-3124, for orders call 1 877 DLA-CALL (1 877 352-2255)

**Attachment 1
Flyers for Posting**

**ATTENTION ALL
EMPLOYEES**



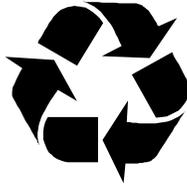
ALUMINUM CAN RECYCLING

**PLEASE PLACE ONLY ALUMINUM CANS
IN CAN COLLECTION CONTAINERS
LOCATED THROUGHOUT THE FACILITY.**

**CANS MAY NOT BE DISPOSED OF WITH
THE REGULAR TRASH.**

N.J.AC.7:26 ET. SEQ.

**NEW JERSEY
DEPARTMENT OF MILITARY
AND
VETERANS AFFAIRS**



RECYCLING PROGRAM

ACCEPTABLE MATERIALS

White Paper (hard white, or with gray tints)
Colored Paper (soft eggshell tints - green, blue, pink, yellow)
Ledger Paper (hard white or yellow with gray tints)
Computer Paper (green/blue/red bar with hard white backing)

Fax Paper	Carbonless Paper	Booklets	Post-it notes
Pamphlets	Phone Messages	Bulletins	Flyers
Bond Paper	Writing Tablets	Newsletters	Envelopes
Manila Folders	Phone Books	Fed EX Wrap/Tubes	
Magazines	Newspaper	Tabbed Dividers	

(Staples, Paper Clips, and Rubber Bands do not need to be removed)

Cardboard (must be broken down flat and placed at the loading dock) especially computer supply boxes.
Interior packaging and Styrofoam must be removed and disposed of with normal trash.

UNACCEPTABLE MATERIALS

Blue Prints	Foam Cups	Kraft Paper	Tab Dividers (plastic)
Plastic Wrappers	Food Waste	Cigarette Packs	Candy Wrappers
Plastic Knives, Forks, Spoons		Paper Cups, Plates, Towels	

The above items are in addition to the bottles, cans and glass already collected within the facility.
Questions or comments may be directed to Mr. Joe Dunleavy, 609 530-7134

**Attachment 2
Recycling Form**

NEW JERSEY ARMY NATIONAL GUARD MONTHLY RECYCLING REPORT

FAX or Email THIS FORM WITHOUT COVER SHEET TO: MR. JOE DUNLEAVY

Fax:(609) 530-6880

Location: _____ Month: _____ County: _____

Product Recycled (Type)	Weight (Actual or Est.)	Where Recycled Location	Proceeds Received (All)
Paper			
Aluminum/Tin			
Glass			
Plastic			
Cardboard			
Metal			
Batteries			

Use only one form per facility. For example if you were collocated with an Armory and FMS this would count, as two facilities and a form must be completed for each.

Report any proceeds from the sale of recycled items to ID-OEC.

FACILITY POC (PRINT) _____

PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

**Attachment 3
Notice of Violation**

NOTICE OF VIOLATION

**YOUR GARBAGE WAS NOT COLLECTED BECAUSE IT
CONTAINED RECYCLABLES.**

In New Jersey, recycling is state law! Everyone must recycle. Every employee must recycle. In addition, every resident living in a single or multifamily house must recycle.

The New Jersey Source Separation and Recycling Act (N.J.S.A.13: 1E-99 et.seq.) mandates source separation of recyclable materials.

MANDATED MATERIALS

New Jersey has mandated the following materials to be source separated and recycled by all residents, businesses, state offices and institutions in the State:

Newspaper, Corrugated Cardboard, Mixed Paper, Magazines, Junk Mail, Scrap Paper, Fed Ex and UPS mailers, Aluminum Containers, Plastic Containers (type 1 & 2 Only), Glass Containers, Ferrous Containers, Steel Cans, Yard Waste, Leaves, Grass and Brush (trimmings and clippings), Tires, Vehicular Batteries (lead acid), Motor Oil, Stumps, Logs, Branches, Natural Wood Waste and Household Batteries.

These mandated materials are banned from County disposal systems, which currently include transfer station facilities and out-of-state landfills.

Please direct any questions to Joe Dunleavy (ext. 7134)

This policy conforms to the Adjutant Generals' Policy on eMS which addresses Strict Compliance with Federal, State and local environmental laws, minimizing pollution of our land, air and water, and ensuring commanders and supervisors at all levels emphasize the importance of compliance with environmental requirements.

Attachment 4
Various fact sheets from Envirosense



Fact Sheet: Disposal of Alkaline Batteries

TI #0029A - AUGUST 1994

Need more information? Call PRO-ACT

DSN 240-4214 (800) 233-4356 or check the web link below for complete information

<http://es.epa.gov/techinfo/facts/pro-act5.html>

Disposal of Alkaline Batteries

Introduction

Alkaline batteries are also called primary or non-rechargeable batteries. The positive pole (anode) of the battery contains zinc, while the negative pole (cathode) contains manganese dioxide. Potassium hydroxide electrolyte, a strong alkali, is contained within the cells of alkaline batteries. If alkaline batteries are damaged or mishandled, the potassium hydroxide may leak out of the battery cell. Severe chemical burns can result if potassium hydroxide comes into contact with the skin or eyes.

Waste Classification of Alkaline Batteries

RCRA Regulations

Alkaline batteries are not a listed hazardous waste under the Resource Conservation and Recovery Act (RCRA). To be classified as a hazardous waste, the battery must be tested to determine if it meets the definition of one of the four characteristics of a hazardous waste established by the US Environmental Protection Agency. These characteristics are ignitability, corrosivity, reactivity and toxicity. Alkaline batteries do not exhibit the characteristics necessary to be classified as reactive or ignitable wastes.

Summary

Because alkaline batteries do not exhibit the characteristics to be classified as a reactive or ignitable waste; and because the batteries pass the TCLP test; and because the batteries do not meet the required definitions to be a corrosive waste, alkaline batteries are not hazardous waste under RCRA.

Disposal of Alkaline Batteries

Currently, the Defense Reutilization and Marketing Office (DRMO) should be contacted to determine current disposal requirements. The following guidelines, which represent good practice, have been summarized from the U.S. Army Technical Bulletin on Battery Disposition and Disposal (TB 43-0134) issued July 1, 1993. For more detailed guidelines, consult your installation. Environmental Coordinator or TB 43-0134.

Coordinate disposition/disposal:

- With the installation Environmental Office to ensure conformance with environmental regulations;
- With the installation Transportation Office to ensure conformance with transportation regulations;
- With the servicing DRMO to ensure conformance with DOD policies; and
- With the base Safety Office or the Bioenvironmental Engineer to ensure the proper personal protective equipment is available to ensure safe handling,
- With the state regulatory agency.

Handling/Packaging

Remove batteries from equipment immediately after they fail to operate the equipment.

If equipment uses two or more batteries, always replace batteries in complete sets.

Do not attempt to recharge alkaline batteries, as they are not rechargeable.

Do not handle hot or warm batteries.

Do not heat, incinerate, crush, puncture or mutilate batteries.

Do not package damaged batteries with undamaged batteries.

Wear personal protective equipment if batteries show signs of leakage, bulging, swelling or deformity.

Warning: If potassium hydroxide electrolyte from an alkaline battery comes in contact with the skin, do not try to neutralize the electrolyte with vinegar or any other acidic solutions. Neutralization may trap electrolyte on the skin. Flush the affected skin area with copious amounts of water. If the battery electrolyte gets into your eyes, it can cause severe damage and/or blindness.

Storage

The storage area must be equipped with fire suppression equipment. Storage areas and equipment must be approved by the Fire Department. A point of contact at the Fire Department must be provided.

Batteries should be kept cool and dry, away from open flame, heat and combustibles and in well ventilated areas with temperatures not exceeding 130(o) F (54(o) (C).

Store batteries separately from other hazardous material.

Do not store batteries in the equipment they operate for longer than 30 days when the equipment is not being used.

Disposal

Dispose of alkaline batteries as non-hazardous solid waste with general refuse according to RCRA regulations.

Alkaline batteries can be recycled; however, distance and cost of shipping must be considered.



A Fact Sheet from PRO-ACT: Disposal of Fluorescent Light Tubes, High Intensity Discharge Lamps and Fluorescent Lamp Ballasts

PRO-ACT

Fact Sheet TI #0789 - March 1995

Need more information?

Call PRO-ACT

DSN 240-4214 (800) 233-4356 or check the web link below for complete information

<http://es.epa.gov/techinfo/facts/pro-fs2.html>

Introduction

Fluorescent light tubes and lamp ballasts, and high intensity discharge (HID) lamps are found throughout our environment in residences, office buildings, commercial and industrial buildings, streets, and parking lots. They are energy efficient and virtually indispensable. Their disposal, however, can create wastes, which are often classified as hazardous. The purpose of this fact sheet is to provide information on the components, which make the waste hazardous, and on appropriate waste disposal procedures.

Federal Requirements

Fluorescent Light Tubes and High Intensity Discharge Lamps

Fluorescent light tubes and HID lamps contain mercury, which is a Resource Conservation and Recovery Act (RCRA) characteristic hazardous waste (D009). The disposal of mercury-containing wastes is regulated by the Environmental Protection Agency (EPA) in Title 40 Code of Federal Regulations (40 CR), Part 261, "Identification and Listing of Hazardous Waste." Title 40 CDR 261 defines four characteristics, which can make a waste hazardous: ignitability, corrosivity, reactivity, and toxicity. Mercury has the characteristic of toxicity. This means if a representative sample of a waste containing mercury is analyzed using the EPA's Toxicity Characteristic Leaching Procedure (TCLP), and the mercury content of the leachate is equal to or exceeds 0.2 mg/L, the waste is classified as hazardous.

Currently, fluorescent light tubes and HID lamps are neither listed nor excluded as hazardous wastes under EPA regulations. Prior to disposal, tubes and lamps can be handled and stored safely without being managed as hazardous waste. However, once the waste containing the fluorescent light tubes and HID lamps is declared hazardous, it must be handled as such with all the accompanying regulations and procedures.

Fluorescent Lamp Ballasts

Fluorescent lamp ballasts may contain polychlorinated biphenyls (PCBs). PCBs are a family of man-made chemicals that contain 209 individual compounds. Their composition can vary from mobile oily liquids to white crystalline solids to hard noncrystalline resins. They were used widely as coolants and lubricants in transformers, capacitors, and other electrical equipment. In fluorescent fixtures, PCBs were usually found in ballasts either within small capacitors or in the form of a black, tar-like compound.

The Toxic Substances Control Act (TSCA), in 1976, banned the production of PCBs in the United States because there was evidence they accumulate in the environment and are a human health hazard. The following guidelines should be used to determine if your ballasts contain PCBs:

All ballasts manufactured through 1979 contain PCBs.

Ballasts manufactured after 1979 that do not contain PCBs are labeled "NO PCBs."

If a ballast is not labeled "NO PCBs," assume it contains PCBs.

The EPA regulations governing the use and disposal of PCBs are found in 40 CFR Part 761, "Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and use Prohibitions." PCB-containing ballasts that are intact and are not leaking can be disposed in a municipal solid waste landfill in properly packed and sealed 55-gallon drums. The Green Lights program, however, recommends use of high-temperature incineration, a chemical or hazardous waste landfill, or recycling as responsible waste management. PCB-containing ballasts that have been damaged and are leaking must be incinerated in an EPA-approved high temperature incinerator.

State Requirements

NJDMAVA will treat all light tubes as a recyclable item. All facilities will treat spent lamps as a universal waste. Spent lamps will be collected and stored unbroken in either a container purchased for the recycling of the lamps or in a box specifically made (original container) to hold lamp tubes. Once a spent lamp has been placed in the box, a start date must be marked on the box and the box must be protected from mis-use and breakage. When either box is full, ***OR*** after a period of 10 months from the start date, contact Mr. Joe Dunleavy at (609) 530-7134 to obtain disposal instructions for recycling. Before disposing of fluorescent light tubes and lamp ballasts, and HID lamps, you may contact Joe Dunleavy at (609) 530-7134

Attachment Five
Various Fact Sheets

Computer Equipment Fact Sheet

[First Reprint]

ASSEMBLY, No. 607

STATE OF NEW JERSEY

210th LEGISLATURE

PRE-FILED FOR INTRODUCTION IN THE 2002 SESSION

Sponsored by:

Assemblyman MICHAEL J. ARNONE

District 12 (Mercer and Monmouth)

Assemblyman REED GUSCIORA

District 15 (Mercer)

Co-Sponsored by:

Assemblyman O'Toole, Assemblywoman Previte, Senators Matheussen, Palaia, Assemblymen Chivukula, Connors, Assemblywoman Heck, Assemblyman McKeon and Assemblywoman Stender

SYNOPSIS

Encourages the recycling and reuse of used computers.

CURRENT VERSION OF TEXT

As reported by the Senate Environment Committee on September 26, 2002, with amendments.

(Sponsorship Updated As Of: 10/18/2002)

An Act concerning the recycling and reuse of used computers, supplementing P.L.1970, c.39 (C.13:1E-1 et seq.), and amending P.L.1991, c.521.

Be It Enacted *by the Senate and General Assembly of the State of New Jersey*:

1. (New section) The Legislature finds and declares that as computers have become more popular, many innovative programs have been developed throughout the nation to recover those being discarded; that the recycling of used computers represents one electronic by-product that may create new opportunities in the evolving re-manufacturing industry, in which private firms recapture household appliances and old electronic equipment; that during the course of the past ten years, personal computer sales have increased enormously, and surveys reveal that up to 25 percent of American households now own at least one personal computer; and that with the proliferation of personal computers and the continuously emerging computer technologies, computer recycling has evolved, and with it programs of reuse and recycling of such component parts as metal and plastic. The Legislature further finds and declares that approximately every year two computers will be discarded for every three manufactured in this country, thereby contributing approximately 200,000 tons of old electronic equipment to the nation's solid waste stream; that while many used computers may end up in the trash, others may be taken home by employees or donated to friends or schools; that there are several dozen computer recycling programs throughout the United States, with numerous others sprouting up to serve social service community organizations; and that keyboards, circuit boards, monitors and other computer components and accessories can become obsolete just with the advent of new processing chips.

The Legislature further finds and declares that, to date, over 25 million personal computers had been discarded globally; that this number is expected to increase to 150 million by the end of the decade; that it has been estimated that between 50 and 70 million computers alone have been disposed of between 1992 and 1996; that at landfill disposal "tipping fees" of \$50.00 per ton, the discarded computers would cost more than \$100 million, not including the potential cleanup costs of any hazardous materials that the computers may leach into the environment; and that the disposal of used computers in an environmentally-sound manner as solid waste is costly.

The Legislature further finds and declares that computers contain numerous heavy metals; that cathode ray tubes (CRTs), commonly known as "monitors," have high levels of lead in the glass, as well as mercury, cadmium, and phosphorous in the vacuum tubes; that CRTs are also found in television sets; that the CRT comprises about two-thirds of the weight of a typical computer workstation; that the lead in a monitor is about eight percent by weight, and the glass more than 18 pounds in a typical 17-inch monitor; and that both of these items may be recycled.

The Legislature therefore determines that it is in the public interest to limit and eventually reduce the volume of used computer monitors entering New Jersey's solid waste stream; and that the State, through the Department of Environmental Protection, in conjunction with the manufacturers, retailers and distributors of computers and other electronic equipment, should seek to develop an environmentally-sound strategy for the proper management, recycling and reuse of used computers.

2. (New section) a. The ¹[department] Department of Environmental Protection¹, pursuant to state and Federal law, and in consultation with manufacturers, retailers and distributors of computers and other electronic equipment, and environmental groups, and with the cooperation of the Department of Education, shall prepare educational materials relating to the reclamation, recycling or reuse of used computer monitors and used consumer electronics.

b. The materials shall promote the values of recycling used computer monitors and other used consumer electronics, such as television sets and other cathode ray tubes mercury lamps; provide information on the environmentally-sound disposal of such items; and encourage the reuse of all cathode ray tubes found in consumer electronics.

3. (New section) The Department of Education shall distribute the educational materials prepared by the ¹[department] Department of Environmental Protection¹ pursuant to section ¹[4] 2¹ of P.L. , c. (C.) (now before the Legislature as this bill) to each school district in the State. Local school boards are encouraged to integrate these educational materials into the curricula whenever possible, and to otherwise make them available to elementary and secondary school children for extracurricular activities and to their parents.

4. (New section) a. The ¹[department] Department of Environmental Protection¹, pursuant to state and Federal law, and in consultation with manufacturers, retailers and distributors of computers and other electronic equipment, and environmental groups, shall organize and coordinate a cooperative public-private demonstration project to evaluate the practicability and feasibility of requiring the statewide mandatory source separation and recycling of used computers monitors, used consumer electronic equipment or used television sets or other cathode ray tube-containing devices, found to be of particular concern to the department, as a means of encouraging the recycling rather than disposal of these items.

b. The department shall investigate the availability of, and apply for, funds available from the federal government, or any private or public source, to finance the costs of the demonstration project.

c. The department shall prepare and submit a report to the Governor, to the Legislature, and to the Chairmen of the Senate Environment Committee and the Assembly Environment and Solid Waste Committee or their successor committees no later than two years following the effective date of this act. The report shall describe the progress of the demonstration project and shall include recommendations for further administrative or legislative action.

5. (New section) The ¹[commissioner] Commissioner of Environmental Protection¹ shall adopt, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), rules and regulations necessary to implement this act.

6. Section 16 of P.L.1991, c.521 (C.13:1E-99.74) is amended to read as follows:

16. Whenever a county prepares and adopts a district household hazardous waste management plan, the commissioner may require the plan to be adopted as an amendment to the district solid waste management plan required pursuant to the "Solid Waste Management Act," P.L.1970, c.39 (C.13:1E-1 et seq.)[, And]. Any district household hazardous waste management plan adopted by a county shall be subject to approval by the department.

- a. Each district household hazardous waste management plan, subject to approval by the department, shall identify the county strategy or strategies for the collection and disposal of household hazardous waste, which shall, at a minimum:
- (1) Provide for the collection and disposal of used mercuric oxide batteries, nickel-cadmium rechargeable batteries and sealed lead rechargeable batteries at least once every 90 days;
 - (2) be consistent with the provisions of the district recycling plan required pursuant to section 3 of P.L.1987, c.102 (C.13:1E-99.13);
 - (3) Designate, if necessary, one or more collection sites within the county for household hazardous waste collection and disposal; and
 - (4) Include such other information as may be prescribed in rules or regulations of the department.
- b. A district household hazardous waste management plan, subject to approval by the department, may provide for the collection and disposal of any used dry cell batteries, cathode ray tubes from used computer monitors or television sets.
- c. Household hazardous waste shall be collected, stored and transported in accordance with all applicable standards for such wastes adopted as rules or regulations by the department pursuant to P.L.1970, c.39, or as prescribed under any other applicable federal or State law.
- d. The department may use a portion of the moneys available in the State Recycling Fund pursuant to paragraph (2) of subsection b. of section 5 of P.L.1981, c.278 (C.13:1E-96) for the purposes of providing to counties technical assistance and training in proper used dry cell battery management. (cf: P.L.1991, c.521, s.16)
7. This act shall take effect immediately.

**United States
Environmental Protection
Agency
May 2006
EPA530-F-06-012
www.epa.gov/osw**

Easier Recycling of Cathode Ray Tubes

By streamlining the management of cathode ray tubes (CRTs), the Environmental Protection Agency is making it easier to collect and recycle CRTs. Safely recycling CRTs saves energy and conserves resources, allows the recovered lead to be reused in other ways, and reduces the amount of lead in landfills.

Background

CRTs are the video display components of televisions and computer monitors. The glass in CRTs typically contains enough lead to require managing it as hazardous waste under certain circumstances. Under the previous regulations, businesses and other organizations that recycle or dispose of CRTs were sometimes unclear about the proper way to recycle or dispose of this equipment. That uncertainty sometimes prevented CRTs from being recycled and reused. EPA is changing CRT waste management requirements to promote additional safe recycling and reuse of CRTs. About 57 million computers and televisions are sold in the United States annually.

Action

EPA is providing conditional exclusions from the federal hazardous waste management standards for CRTs and CRT glass destined for recycling. These safe, yet simplified standards aim to increase the collection and recycling of CRTs, and to reduce the amount of lead in landfills by allowing the lead to be reused to make new CRT glass or sent to lead smelters. Under these regulations, used, unbroken CRTs are not regulated as hazardous waste unless they are stored for more than a year. EPA is setting simpler, more manageable standards for unbroken CRTs because the risk of lead releases from them is very low. Since the risk is so low, the storage limitation on unbroken CRTs applies only to collectors or recyclers. Used, broken CRTs are not regulated as hazardous waste as long as the following conditions are met:

- CRT containers are clearly labeled regarding contents;
- CRTs are safely transported in containers designed to minimize releases;
- CRTs are stored in a building or container designed to minimize releases; and
- CRTs are stored on site less than one year before recycling them.

CRT glass going to any other kind of recycler may be eligible for exemption under existing regulations.

For More Information

More information about the Hazardous Waste CRT Rule:

<http://www.epa.gov/epaoswer/hazwaste/recycle/electron/crt.htm>.

To find out more detailed information or to ask a question, please go to www.epa.gov/osw, and click on *Find an Answer or Ask a Question*.

Recycling Cd-Rom Discs – Fact Sheet

We have identified a facility that will recycle used CD-ROM discs.
There are certain requirements that must be followed.
If we misuse this resource we will lose it.

1. Whole discs only. Do not cut up.
2. Scratch the discs with something sharp (scissors) on the front and back.
3. Ship discs without any packaging.
Do not send little sleeves, paper, mailing envelopes, etc.
4. Put discs in packages less than 50 lbs.
5. Cost of shipping is your responsibility.

Ship to:
CD RECYCLING
C/O BACK THRU THE FUTURE
150 MAIN STREET
OGDENSBURG, NJ 07439

Coordination Sheet

Installations Director 14 Feb 2006 Changes incorporated

Installations-Office of Environmental Compliance 14 Feb 06, minor changes implemented (fact sheets)

Installations-Office of Real Property

Installations-Office for Leases

USPFO Accounting Comments rec'd from Comptroller May 2006

USPFO Comptroller Comments rec'd from Comptroller May 2006

Facility Maintenance Officer Frank Kirby, recycle expenditures questioned, Feb 2006

CSMS-B LTCOL Murren provided comments during site visit 28 June 2006, changes made with regards to responsibilities.

Installations-FMB Linda Croteau will think about responsibilities for armorers per email

Placed on DMAVA Web site February 2006 in Draft Form, EQCC has had numerous notices to provide comment; negative responses indicate concurrence per General Carlini, May 2006